

## FACILITIES WORK ORDER REQUEST

INSTRUCTIONS: Complete sections 1 & 2 before routing to Facilities Manager.

SECTION 1 - COMPLETED BY REQUESTOR			
Today's Date <b>29 March 2018</b>	Your Name <b>SHOFFNER, DAVID</b>	Your Extension <b>919-541-0894 or 9</b> <small>Ex. 6 Personal Privacy (PP)</small>	Your Branch/Contract <b>FMB</b>
Room Number or Location of Work <b>128 – Freezer Room on 1<sup>st</sup> Floor</b>		Your Project Number	
Description of Work To Be Done (Be brief, use page back if needed)  1) Repair drain traps (2) for the sink and put sink back in operation.  <b>Contact Dave Shoffner at 919-541-0894 (office) <small>Ex. 6 Personal Privacy (PP)</small> cell) with any questions or issues.</b>			
SECTION 2 - COMPLETED BY BRANCH CHIEF			
Branch Chief Approval <b>FMB MORSCHING, JAY</b>		Materials Funded By <b>POS</b>	
Requested Completion Date <b>No later than 20 APR 2018</b>		Before starting clear with <b>FMB MORSCHING, JAY</b>	
This request <input type="checkbox"/> does take precedence over previous requests of above branch. <input checked="" type="checkbox"/> does not		Notes	
SECTION 3 - COMPLETED BY FACILITIES MANAGER			
Work Order Number		Date	
Approved (Facility Manager)		Approved (Health & Safety or Environmental Compliance, if required)	
Work Assigned To <b>O&amp;M</b>	Date	Completion Date	Total Cost
Project Labor Hours		Costs	Material Costs (Attach Materials List)
Notes:			